



# SURBITON

HIGH SCHOOL

## Fire Safety

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## 1. Surbiton High School: Ethos and Aims

Surbiton High School aims to **inspire, encourage and empower** all its students to discover and embrace their individual talents, within United Learning's core mission to bring out "the best in everyone". We combine an intellectually rigorous academic environment with outstanding pastoral care and outstanding co-curricular opportunities; through this provision, we encourage our students to live out our **School values**, and become compassionate, respectful, courageous, and inquisitive members of the community.

### Our Values

#### **We are compassionate:**

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

#### **We are respectful:**

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

#### **We are courageous:**

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

#### **We are inquisitive:**

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

#### **We are a community:**

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

### **United Learning and the United Church Schools' Trust**

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share



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with United Learning its core mission statement “to bring out the best in everyone”. We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at:

[www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)



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## 2. Policy Statement

Surbiton High School will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst legally on the premises. This Policy explains how the School complies with this and its legal requirements under the Regulatory Reform (Fire Safety) Order 2005 (RRO) to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

The School will comply with any recommendations required by the Fire Service and there are currently no significant recommendations of the fire service outstanding.

This policy is written as an extension to the School's Health and Safety Policy, the full version of which is available on the Surbiton High School website.

Our objectives are to adhere to the law, and the employer's health and safety policy. In particular, we will comply with the legal requirements for risk assessment, for the installation and maintenance of fire systems, for fire procedures and other fire safety documentation. We also comply with the requirement to reduce as much as possible the risk of fire from dangerous substances. Fire management arrangements ensure that every employee in this School understands precisely what they and every other individual must do in the event of fire. Every employee, pupil and visitor must adhere to the parts of this policy which are relevant to them.

This document is reviewed annually by Daniel Rodas, Head of Facilities, or as events or legislation require, and in addition is subsequently checked and monitored by the School's Compliance Officer. Once checked by the Compliance Officer, this policy is sent to LGB Members so that they can familiarise themselves with it, discuss it, and monitor its implementation going forwards. The next scheduled date for review is September 2026.

Electronic copies of current fire risk assessments, fire procedures and other fire safety documentation is available in the Facilities folder on the shared School network

<https://surbitonhigh.sharepoint.com/sites/staffadmin/Shared%20Documents/Facilities/FRA> .

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This policy applies to all members of our School community, including those in our EYFS setting.

Surbiton High School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This policy is available to relevant parties in accordance with our statement on the provision of information and should be read in conjunction with the following documents:

- Health & Safety
- Premises & Accommodation
- Risk Assessments
- Equal Opportunities



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## 3. Procedures

### Communication

Staff will be informed of any changes that are made to our fire safety procedures and fire risk assessment. All visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification badge and supervised by a member of staff while on site.

### Responsibilities

The Local Governing Body has a duty to ensure fire safety at Surbiton High School. The duties of fire management are executed by the 'responsible person', who is the Principal, Matthew Shoults. The Fire Manager, Daniel Rodas, is supported in this role by a nominated deputy, Raul Vilar.

### Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. Employees:

- are familiar with the fire procedures and escape routes.
- report to the Fire Manager/Head of Facilities via the electronic fault reporting system any failures on the sites relating to fire safety.
- ensure that doors are not held open by fire extinguishers or wedges and fire exits are not blocked.
- in accordance with the fire procedures, evacuate the building to a safe place without putting themselves or others at risk.
- do not attempt to extinguish a fire unless they have been specifically trained to do so.
- comply with the School rule that no smoking is allowed on school premises.

### Managing Fire safety: Responsibilities of the Fire Safety Manager

The fire manager has authority and powers of sanction to ensure that satisfactory standards of fire safety are maintained. In particular the fire safety manager ensures that fire safety risk assessments are comprehensive, formally recorded and reviewed on an annual basis or when significant changes have been made to the buildings.

The fire safety manager ensures that the requirements of the fire safety risk assessment are satisfied and is responsible for:

- Arranging fire safety inspections once a term and when there are changes to the fire safety risk assessment.
- Producing the elements of an emergency fire plan.
- Fire safety training.
- Arranging fire practices for sites on a termly basis
- Checking that any close down procedure is followed.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance.



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- Checking that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly.
- Ensuring that fire detection, alarm and emergency lighting systems are maintained and tested.
- Ensuring that lightning protection systems are inspected and maintained.
- Ensuring relevant records are kept (including fire risk assessment, fire safety policy, fire procedures and arrangements, training records, fire practices, certificates for the installation and maintenance of fire-fighting systems and equipment)
- Providing staff and those working on the site with a copy of this policy.

The School employs an external Fire Consultant (Property Fire Protection Ltd) who carry out Fire Risk Assessments and advise on quality assurance

## Fire safety training

All employees receive training and instruction on emergency procedures. All staff and pupils are advised on taking preventative measures and ensuring a safe environment.

All new staff receive initial fire training as part of their induction to Surbiton High School. Refresher training is carried out and comprises (amongst other things) feedback following fire practices. Fire training is carried out periodically with all staff.

Job-specific fire training and competencies for the fire manager has been provided as part of the Nebosh National General Certificate in Occupational Health and Safety and the Nebosh National Certificate in Fire Safety and Risk Management.

Specific rules for employees and others are identified departmentally by Heads of Departments.

## Monitoring

The Fire Manager carries out regular checks, walking the site on a monthly basis. Regular checks include:

- Ensuring fire exits and emergency routes are kept clear.
- Ensuring signs and notices are in place.
- Ensuring emergency lighting is in place.
- Ensuring fire extinguishers are not used to prop open doors.
- Checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means or a door guard is attached.
- Fire alarm maintenance. Testing of emergency lighting and fire extinguishers is carried out by PFP Property Fire protection Ltd. Alarm maintenance is carried out twice a year and extinguishers are tested annually.
- Call point testing of the fire systems at each site takes place weekly at 11am by a member of the Maintenance team. Records are kept in hard copy logbooks which are located adjacent to the fire control panels in each site.

All flammable and dangerous chemicals are stored in purpose Hazchem cabinets or locked cupboards for cleaners' use on the school sites.



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Assessments are reviewed and updated annually by the relevant Line Manager /Head of Department. United Learning also employs a Group Health and Safety Manager (Sam Kendall) to provide professional health and safety advice to schools.

The Director of Finance & Operations, in liaison with United Learning Estates Management team, ensures that the FRS is involved in building regulations approval, where these apply to new buildings or alterations.

## **Fire Alarm procedures**

The School sites are protected by a fully automated fire alarm system consisting of smoke detectors, heat detectors, call points and alarm sounders. The fire systems installed meet (BS) 5839 part 1.

All sites are monitored twenty-four hours a day by Wakefield Fire and Security. In the event of alarm activation an automatic response by the fire brigade is initiated. Wakefield Fire and Security Monitoring telephone the school to confirm that we are aware of the alarm.

The Main Site, Sixth Form, Surbiton Assembly Rooms (SAR), Mary Bennett House sites and Charles Burney House are linked by a beacon. In the event of alarm activation during school hours at the Sixth form, Surbiton Assembly Rooms, Mary Bennett House or Charles Burney House, the beacon is activated at reception on the main site. The receptionist checks the fire panel to establish at which site the fire alarm has been triggered. These details are immediately passed to the Fire Safety Team (Fire manager, who is also the Head of Facilities, and Deputy Fire Manager, who is also the Head of Maintenance), who investigate the cause of the alarm and if necessary, call the fire brigade.

Outside normal school hours there is a residential caretaker on site at the Sixth Form. Wakefield Fire and Security Monitoring have been issued with a list of contacts at the school who they call in the event of alarm activation on the main site. They work their way through the list to ensure that the message gets through.

The Girls' and Boys' Prep schools, Boat House, and Hinchley Wood Pavilion have independent fire systems.

A member of staff discovering a fire when the alarm is not already sounding must immediately activate the alarm from the nearest call point.

On hearing the alarm all staff, pupils and any visitors on site must evacuate the area immediately by the shortest route and proceed to the Assembly Points on the tennis court for the Senior School and Charles Burney House sites, the front playground for the Girls' Prep School and the pavement area opposite the Prep Boys' School in Avenue Elmers.

Evacuations are conducted in silence.

Fire evacuation notices are clearly displayed at call points and strategic places throughout each site. Detailed Building/Fire plans are displayed adjacent to the fire control panels in each site.

Suitable fire extinguishers are located at strategic points throughout the school and are only used by staff that have been trained in their use or in an emergency to facilitate evacuation.

All emergency routes are clearly marked and equipped with emergency lighting. All staff have identified the safest route from their normal place of work and an alternative.



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## **Fire Evacuation Procedures**

A system of assisted evacuation is in operation at the school for disabled persons and others who may need help in an emergency.

### **Staff/Pupils with disabilities**

An assessment is carried out on all staff and pupils with a permanent disability prior to them starting at the school and a Personal Emergency Evacuation Plan (PEEP) is devised to meet their needs. For pupils, their PEEP will be developed as part of the admissions process, for staff their PEEP will be developed through consultation prior to commencement of employment with the school.

Staff who could potentially be involved in the person's safe evacuation will be trained in their specific emergency procedures and in the use of the evac-chair (where appropriate). The staff member / pupil will also have appropriate training to ensure that they are kept up to date with the procedures.

Staff will also be given relevant information on issues pertinent to the individual's safe evacuation.

Records of personnel with Evac Chair training, and refresher training are available electronically. Essential safety equipment will be visually checked on a termly basis with a more thorough check annually (the equipment is visually inspected before a practice drill is carried out).

The 'PEEP' is reviewed annually to ensure that the most up to date information is available. Further reviews will be undertaken where there is a change in the person's health, a change in procedures or an alteration of the premises.

### **Visitors with disabilities**

On arrival, visitors to the school are invited to identify any special requirements in case of an emergency evacuation so that appropriate arrangements can be made. This is part of the signing in/ reception procedure.

Wherever possible, wheelchair users will be accommodated on the ground floor of all school sites and in this case, make their own way out of the building by utilising the fire escape routes except at the Boys' Prep and Charles Burney House where there is no wheelchair access. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas which are clearly marked throughout the sites.

All visitors are accompanied by a staff member while on site. The person accompanying the visitor must ensure the visitor's safety in the event of an emergency evacuation. Dedicated staff are trained in the use of the evacuation chairs and will give assistance at the refuge point as part of the general evacuation procedure.

Lifts are not to be used during an emergency evacuation.





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## 4. Document Information

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Reason for Version Change	Annual review
Name of owner/author	Daniel Rodas
Name of individual/department responsible	Daniel Rodas, Head of Facilities
LGB member responsible	Claudia Vincenzi
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